

Sisseton-Wahpeton Oyate

Job Description

Job Title: DVPI Project Coordinator

Reports to: Tribal Health Director

Department: SWO Behavioral Health

Salary: \$58,240 - \$62,400 a year

Summary

Project Coordinator administers the Domestic Violence Prevention Initiative (DVPI) under the direction of the Tribal Health Director. The primary role of the project is to provide advocacy services and support to survivors of relationship violence, stalking, and sexual assault including children. The DVPI Coordinator will collaborate with other agencies and programs for the purposes of awareness, education, to assistance victims and families of domestic violence.

Job Duties and Responsibilities:

1. Collaborates with Community Health Education and K-12 Education, Youth Leadership and School Resource Officers to implement education/activities, lessons and/or evidence based and best practice curricula.
2. Collaborates with other agencies on training and events in the community. (SORO, Law Enforcement, Wicanga), BHIT, WWKMHC.
3. Develops standard operating procedures for the program that will trigger DVPI case-management services.
4. Provide coordinated services for DV/SA crisis response and support that will be integrated with the SWO Behavioral Health Crisis Line, including follow-up case management and navigation
5. Identify community training needs as required by program needs and grants requirements
6. Supervision of DVPI Case Manager.
7. Utilizes the Minnesota Model intervention to recognize and break the cycle of domestic abuse and violence.
8. Documents monthly meeting schedule, progress and attendance records for the BHIT, its DVPI advisory group

9. Establishes new enhanced data collection, reporting and evaluation protocols in consult with Great Plains Tribal Epidemiology Center, BHIT, AND SWO Health Plan Stakeholder's group.
10. Recruits volunteers to sit on confidential advisory group (including survivors).
11. Sets up monthly information table with Case Manager in the SWO Tribal Headquarters Rotunda with takeaway materials before/after count.
12. Conducts ongoing community assessment and reporting with new Local Data Collection Plan.

Job Qualifications:

1. Bachelor's degree in social sciences, criminal justice, human service field.
2. Experience working with domestic violence programs and clients (one year)
3. Project/Grant Management expertise, including planning, organizing, staffing, reporting, compliance.
4. Proficient Computer Skills.
5. Strong oral, written, communication skills

Preferred Qualifications:

1. Master's degree in a behavioral health field. (SD Licensed)
2. Strong grant management and grant writing skills

Job Requirements:

1. Valid State driver's license, valid Tribal driver's license and appropriate liability insurance.
2. Cultural Competency
3. Confidentiality as specified in 42 CFR Part 2, the federal confidentiality regulations
4. Employee will be considered a mandatory reporter under the Sisseton-Wahpeton Oyate Chapter 38 Code of Laws.
5. Employee must pass a background check as required by Public Law 101-630, 25 U.S.C., Chapter 34, Section 3201

Approved



Date

